

Area Service Committee Meeting Minutes January 13, 2022

The meeting came to order at 7:00 pm.

12 Traditions read by Sam S.

12 Concepts read by Jeff

GSR Responsibilities read Rob M.

There are 45 active groups in the area.

There are 23 voting members present

New GSR's: none

New Meeting: none

Visitors: none

Reports:

Chair: Jason reporting, nothing to report.

<u>Vice Chair:</u> Mike reporting, nothing to report.

Secretary: Mindy reporting. Nothing to report.

PR: Pete absent. No report.

GSR's: Please announce at home groups that PR needs assistance.

Phone Line: Heather reporting.

We had 20 more calls than November. We had 23 missed calls out of 82 (25%). Had a couple bad apples that were removed. Also had at least 10 changes that moved out people who were no longer into the hotline, and a lot of new blood, very exciting.

Open shifts: Monday 7:30 am – 1 pm

Wednesday 8 pm - 11 pm

Loving service, Heather

Literature: Mandy reporting.

Literature sold: \$336.30

Donated literature: \$272.85

Restock literature: \$570.24

Schedules: \$70.00

Nothing to share. ILS, Mandy

Special Events: Sam reporting.

Expense Report: Previous Balance: \$1956.10

Income: \$ 464.88

Subtotal: \$ 2420.98

Expenses: \$ 596.67

Total Balance: \$ 1824.31

Cash App for Special Events \$specialeventssusqna

Special events is going to pause planning until COVID declines again and places open again. We will continue to meet and compile ideas for the future. Still planning paintball because it is an outside activity, which might not be affected by COVID restrictions.

Due to COVID uptick, no events currently being planned. There may possibly be outdoor events planned, these are TBD.

Sam shared that events are not being attended and special events are not being announced at meetings. The point of the events is to fellowship, but this is not happening.

Derek D contacted Sam after last months area meeting to discuss his presentation. He said they would be throwing 2 or 3 events in the Susquehanna Area per year, and these have already been planned for this year. Since there is no policy, they will continue to operate as they are. He has offered to collaborate.

Joe advised that we do not have control over unity is a must. They are going to do what they're going to do. We can participate if we want. Has H&I received the literature that they offered?

H&I responded they have not.

Mindy advised that no information was received as Derek had stated at last month's meeting.

They are planning a speaker Jam the 25 and 26th of February in Cecil County.

Joe asked if Unity is a Must's events should be posted to the Susquehanna Website or Facebook page. It was asked if there was a policy about other areas

They are not functioning as a home group, area, or region.

Why would we treat them differently than any other area events or conventions?

Mike suggested that once the area has a Facebook, the GSR's should vote about if they want to promote events held by other areas/groups.

Dylan indicated that we are having too much discussion about outside issues. Dylan raised the issue that SE is not being supported, but people will complain about no events, but will not support events that are held

Someone else shared that she feels it is okay that Unity is a Must are doing what they are doing, and she has never seen special events supported. She expressed that Cecil County does not get events.

Sam and Lisa advised that they were trying to arrange events in Cecil, but could not get assistance in finding locations. Lisa advised that nobody is showing up, and that it is frustrating to spend energy, time, and money to hold these events, and no one shows. We have been trying.

Sam said, some things, it takes more people than we have. Events like the Christmas marathon would not have happened.

Amanda advised that she is also in special events and is in Cecil County. Most venues in Cecil County charge, where several churches in Harford county do not. If anyone from Elkton or other areas in Cecil can help find places.

Someone asked what capacity requirements they are looking forward to; which Sam indicated that it varies. A discussion was held regarding a few locations.

Mike reported that the events that he has attended, it is significantly those from Harford and Baltimore County. The Christmas marathon only had 4 homegroups participating despite the announcements being made and homegroups being reached out to. Area picnic — largest event of the year, about an eighth of the people in attendance were from Cecil.

H & I: Amy absent; subcommittee members reporting.

Ashley – all meetings meet. Back to online and combined the adult and emerging adult to one meeting; no openings at this time.

Harbor of Grace – back to online meetings.

Project Chesapeake – back to online meetings; all meetings met

Spent \$38.25 on literature month.

Pyramid Walden – meetings are on hold

Mike advised that subcommittee chair has been absent for the past 3 months, and policy indicates that if chair misses more than 3 meetings, they will be asked to resign. Mike requested that a subcommittee member remind chair of this policy and ask her to attend next month's area meeting.

Website: Joe reporting.

WEB Site Report: 01/12/2022

By: Joe C

Susquehanna Area website: https://susqna.org/

1. The website subcommittee: attended by platform and web design workgroups met via zoom on Dec 28, 2021.

2. Committee Members:

a. Joe C: Web Committee Chair

b. Robert N: Policy Committee Chair

c. Tom G: Spearheading the Web Platform workgroup.

d. Bryan S: Spearheading the Web Design workgroup.

e. Sam S: Spearheading the Social Media Workgroup

f. Melissa S: Trusted Servant

g. Mike B: Trusted Servant

h. Trusted Advisors

3. Website is running at 100% with no problems reported in the past few weeks.

- 4. Timeline: Our goal remains having the new site up by mid-March 2022. That will give us time to debug the site before turning it over to the next WEB Chair.
- 5. Platform Workgroup: Continues to move forward in identifying platform alternatives and expects to have a final selection and budget ready for submission to the February SAC.
- 6. Website Design Workgroup: Is currently awaiting Social Media Policy guidance and platform selection. FB page is ready for deployment contingent upon SMP.
- 7. Bulletin Board: We have developed a bulletin board so that items of immediate concern (i.e., meetings that will be closed or facility lack of availability, meetings that are new or need support) can be posted. The Bulletin Board is on the opening website page. GSR's encouraged to check it regularly so that they can report relevant information to their groups. GSR's encouraged to use the contact form to update the website.
- 8. Heather, Angela, and I are diligently working to offer a phone line presence on the website. Once up GSR's and everybody who visits the website will be able to easily identify available phone line shifts and who to contact for additional information.
- 9. To better carry the message of recovery to the addict who still suffers, we are entertaining suggestions from the Fellowship for ways that the Website and Facebook pages can better serve our primary mission. If you have any ideas or suggestions, please feel free to contact us through our website (susqna.org) contacts form or you can reach

Joe C directly at 443-208-4206. Be sure to leave a contact number and a detailed message so that we can reach you with any questions we might have about your suggestions.

- 10. Please use the Anniversary update link (on the Web site) as well as the Anniversary Update sheets that are circulating around the room to list anniversaries.
- 11. If you find a links on the website that are not working you can use the "Contact Us" link under "Contact" on susqna.org or contact me directly at 443-208-4206. Please leave a detailed message and a call-back number or email address.
- 12. Open H&I commitments updated monthly found on the H&I Web page. GSR's encouraged to visit the Website to get up to date information to report to their Groups.
- 13. As always, we invite all Fellowship members, to participate on the website committee. The Website Committee meets the 4th Tuesday monthly at 7:30 pm via zoom. (Meeting ID: 894-2913-4297 PW: 7101239

JJ asked for website address. Joe provided fliers with the website address.

Kaley shared that people have been showing up to her home group by finding the meeting on the web site

Amanda advised that schedules are put in GSR's literature bags each month and the website is also listed on the schedules as well.

Treasurer Report: Tom reporting.

Income: Literature: \$855.05

Donations: \$572.26

Expenses: Rent: \$30.00

Literature: \$570.24 Schedules: \$70.00 Insurance: \$622.00

Previous Balance: \$2771.79

+/- Bank Adjustment: \$ -

Adjusted Balance: \$2771.79
Total Deposit: \$1427.31
Total Expenses: \$1292.24
Remaining Balance: \$2906.86
Prudent Reserve: \$3000.00

Ending Balance: \$(93.14)

*Groups and Individual Donations: \$572.26

Literature \$855.05

*Please see attached for itemized listing of donations.

RCM: Dylan reporting.

Susquehanna RCM Report Area Date 1/13/21

Regional Delegate Report: CAR & CAT reports are out. You can access all current info at this link from world. For current conference cycle, please see https://www.na.org/?ID=conference-index

Autonomy Zonal Forum & CAR workshop- Saturday 29-30 2022 Linthicum Heights United Methodist Church. 200 School Lane Linthicum, MD, 21920

Attached: https://autonomyzonalforum.org/event/january-2-day-event/?instance id=26

WSC is having discussion on extending the cycle to every 3yrs vs current 2yrs. They are also discussing if going virtual vs. in-person would be better financially and overall.

<u>FSR Service Center Board</u>: October was the highest sale made by the service center since covid. Hard back basic texts are back in stock.

<u>Convention</u>: The convention was very successful, banking 20k. They will be donating 10k to the service center and 10k to world service. They are discussing having the convention every year vs. every 2 years. They will be meeting in February to make a decision on when Freestate 28 will be held.

<u>Insurance Ad hoc:</u> They haven't received any additional info on getting a blanket insurance policy for the region. I am going to put a motion in to end the ad hoc committee. They have not made any progress on this going on a year now. I believe a blanket insurance policy isn't feasible due to our large region with areas of different sizes.

<u>PR:</u> The billboard project has been continued Northwest Area will be next to receive a billboard.

<u>Treasurer's Report:</u> I would like to put a policy motion forward to have our books looked at by a professional at the end of every year. The intent would be to remain in

compliance with all tax obligations and have accountability for the treasurer. Please let me know if our area would like to do this. Currently we do see the report every month.

Straw polls:

Extending the World Convention cycle to every 3yrs vs current 2yrs: 17 for, 23 against

Ending insurance ad hoc committee: unanimous for

Making motion to have treasurer's records reviewed once a year: unanimous for

It was asked when GSR's are to return CAR report votes; Dylan requested next month. Mike briefly explained the CAR report. Dylan advised that the link will be posted to the website and there will be a tally sheet as well for GSR's to utilize.

Questions, link to Interim CAR Report, and fillable response located below "Special Announcement Bulletin Board on website: https://susqna.org/

RCM2: Bryan absent. No report.

Policy: Rob absent, but sent the following:

Policy does not have much to report other then we continue to work on merging all policies into a single doc and we continue to work with Website subcommittee.

In loving service, Rob N

Other/Ad Hoc: n/a

Motion to approve last month's minutes by Joe C, seconded by Chris F.

Sharing Session:

Joe advised that he would like to return to earlier question about posting non-affiliated groups/events on website and Facebook page.

Chris L asked if this could be taken back to homegroups to be discussed. Dylan seconded.

Old Business:

Mike requested to count voting GSR's to ensure quorum; there is still quorum.

Motion tabled in December: Motion made by Dylan L (More Will be Revealed), seconded by Kevin C (A High You Cannot Buy)

Motion: To change the GSR responsibilities handout in the area policy to the updated version from world service.

Intent: To provide GSR's with the most recent information.

Financial Impact: n/a

Heather called for vote

19 in favor, no opposed, 2 abstaining

Motion passes. Copies of new handout available on website https://susqna.org/wpcontent/uploads/2022/01/GSR-Basics-from-NA-Toolbox-1.pdf

Hard copies will be available at next area meeting.

New Business:

No new business.

Motion to close by Dylan L. Second: Joe C.

Meeting ended at 8:23 pm

Attendance:

P=Present A=Absent V=Voting R=Represented by Vac=Vacant I=Inactive

Executive Body Attendance:

Title	Name	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Chair	Jason C. 410-207-4783 Jasonchrystal80@gmail.co m	Α	А	Р	А	Р	Р	P	Р	Р	Р	Р	P
Vice Chair	Mike M. 412-808-5123 michaelmorrisd@gmail.co m	P	Р	Р	Р	Р	р	А	Р	Р	А	Р	Р
Secretary	Mindy C. 410-299-8077 Mindy.coyne@gmail.com	P	Р	Р	Р	Р	P	Р	Р	Р	Р	Р	Р
Treasurer	Tom G. 667-444-1011 thomas@giambalvo.us	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	А
Alt. Treasurer	Amanda 443-802-3620	Р	Р	Р	Р	А	Р	Р	Р	Р	Р	Р	Р

Subcommittee Chair Attendance:

Subcommittee	Name	Jan	Fe b	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
RCM	Dylan L. 410-487-1044, rcmsusquehanna@gmai l.com	Р	Р	Р	P	Р	Р	P	Р	Р	P	Р	Р
RCM II	Bryan S. bsutt52404@gmail.com	Α	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р
Phone Line	Heather D. 667-319-9108 Hdsugar80@gmail.com	P	Р	Р	А	Р	Р	Р	Р	Р	Р	Р	А
Literature	Mandy T. 443-752-2665 amanda.testerman1@g mail.com	P	Р	А	Р	Р	Р	Р	Р	Р	Р	Р	Р
Special Events	Sam S. 443-564-0841 samantha.sagner@yaho o.com	P	А	А	Vac	Р	Р	Р	Р	Р	Р	Р	Р
H&I	Amy P. 410-459-2979 amypatton1@gmail.co m	A	Р	Р	А	Р	Р	Р	Р	Р	Р	A	А
Website	Joe C. 443-208-4206 josephcampsc@outlook .com	Р	Р	Р	Р	Р	А	P	Р	Р	P	P	Р
PR	Pete B. 410-688-5352	Α	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р
Policy	Rob N. 443-866-2201 srjn@verizon.net	Α	А	Р	Р	Р	Р	Р	Р	А	А	Р	Р
Mentor	VACANT	VAC	P		P	Р	Α	V				VAC	VAC

Monthly Group Attendance:

Group Name	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Acceptance & Independence	V											А
A High We Cannot Buy	V	А	А	А	V	А	А	V	А	А	А	V
Against all Odds	V	V	V	А	А	А	V	V	R	R	V	А
Anonymous Group	R	V	V	А	А	А	R	А	R	R	А	А
Back to Basics	V	А	А	А	V	А	V	V	R	R	R	V
Back to Life	Α	А	А	А	А	Α	А	А	Α	А	Α	А
Bridging the Gap	V	А	А	А	А	А	А	А	R	R	А	А
Brothers in Arms	V	А	А	А	А	А	А	V	V	V	А	А
Changing on Faith	V	А	V	V	А	V	V	V	V	V	А	V
Chapter 5	1	V	A	Α	А	Α	Α	V	Α	Α	Α	l.
Clean and Serene	V	V	V	R	R	V	V	V	V	V	V	V
Cleaning Up	V	1	1	1	1	V	V	V	V	V	I	V
Complete Defeat	V	А	А	А	А	А	R	V	V	V	VAC	V
Day by Day	V	Α	Α	R	Α	Α	Α	V	V	V	Α	Α
Free at Last	V	А	V	Α	V	А	V	V	V	V	V	V
Freebirds	Α	А	А	А	А	А	А	А	А	А	А	А
Getting Clean	Α	А	V	V	V	А	V	V	А	А	А	А
Good orderly Direction	V	А	А	А	А	А	А	V	А	А	А	V
Gratitude Group	Α	А	А	R	R	R	А	V	V	V	V	А
High Hopes	Α										NEW	V
How it Works	Α	V	V	А	V	R	V	V	V	V	V	А
The Journey Continues	Α	R	R	R	R	R	А	R	А	А	R	А
Just for Today	. 1	1	J	1	1	1	1	1	1,.	А	A	1
Looking Up	1	V	А	A	А	1	А	1	1	A	V	1
Message of Hope	А	V	А	А	V	А	А	V	A	А	А	V
More Will Be Revealed	V	V	V	V	V	V	V	V	V	V	V	V
Nature of Recovery	А	А	А	А	А	А	А	А	А	А	А	А
NA Way we Can	А	А	А	А	A	А	V	V	А	А	А	А

Group Name	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Not Just an Hour	Α	А	А	V	V	V	V	V	V	V	V	А
Nothing to Fear	Α	А	А	А	А	А	А	А	А	Α	А	А
Oxford Clean and Serene	V	V	А	V	V	А	А	А	V	V	V	Α
Our Primary Purpose	R	V	V	V	А	V	V	V	V	V	V	R
Out and Proud	J				NEW	А	Α	Α	I.	1		1.
Phoenix Rising	R	А	А	А	А	А	А	А	А	А	А	А
Restored to Sanity	R	А	V	V	V	А	V	V	V	V	V	А
Saturday Surrender	Α	А	А	А	А	А	А	А	А	А	А	А
Searching for Serenity	А	А	А	А	А	А	А	А	А	А	А	А
Serenity at 7	V	I	А	1	1		1	1	V	V	1	А
Sisters of Serenity	V	А	А	А	А	А	Α.	А	А	А	А	А
Spiritual Journey	Α	А	А	А	А	А	А	R	R	R	А	А
Staying Clean	V	А	А	А	А	Α	Α	А	V	V	А	V
Strength in Sisters	Α	А	А	А	А	А	А	А	А	А	А	R
Surrender to Win	V	V	V	V	V	V	V	V	V	V	V	V
Surviving Sat. Night	V	А	V	А	А	V	V	V	V	V	А	V
Ties that Bind	Α	V	V	А	V	V	V	А	А	А	V	V
Take a Chance	А	А	А	А	А	А	А	А	А	А	А	А
We See the Light	V	А	V	А	V	R	V	V	V	V	А	V
Why We Stay	V								R	R	А	Α
Women on the Move	V	А	V	А	V	А	V	V	V	V	А	А
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Groups	49	44	43	43	43	45	45	44	45	44	46	46
Total Attendance	27	30	16	12	17	12	20	27	19	26	24	18
Voting GSRs	23	25	15	8	14	9	18	25	18	20	22	16
QUORUM	Υ	Y	Y	N	У	Υ	Y	У	Y	Υ	Y	Υ

Yours in service,

Mindy



Subcommittee:	hone Line		Date: <u>/2-/3 - 2</u>	12
Expense Report				
Previous Balance:				
Income:				
Subtotal:				
Expenses:				
Total Balance:				
Report:				
We had o	20 more Co	115 than 1	Vovember.	
We had,	x 23 m/s	sed Calls	out of 82	125%
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Subcommittee:	Literature		Date: Jan,	2026
Expense Report				
Previous Balance:		Area Liter	ature sol	4
l <u>ncome</u> :	\$ 272.85	Donasted	Literature	2
Subtotal:	\$ 570.24	Restock 1	iteratur	2
E xpenses :	\$ 70	schedule	5	
Total Balance:				
Report:	ning to sh	are,		
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Subcommittee: Special Events Date: 1/13/22
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Still planning painthall because it is an
outside activity, which might not be
affected by COVID restrictions.
· Talk about event participation (exposure.
Talk about Derek (Unity As a Must)



Subcommittee: HRI Date: 1/13/21
Expense Report
Previous Balance:
Income:
Subtotal:
Expenses:
Total Balance:
Report:
Ashley- all meetings met back to online and
combined the adoubt and aspiring adoubt to Investing
no openings
Harbor of Grace - back to properson restings
1949 DOGLADADO CACOS SILES SACO
Project Chesageake - back to online meetings
all neetings met
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By: Joe C

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Updated: 01/12/2022 jlc

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Updated: 01/12/2022 jlc

Report Date: Jan 13, 2022

Completed By: Tom G.

Revision #:

(Original is Rev 0)

	Income & Donations	3
	Literature: \$	855.05
	Donations: \$	572.26
Other:	\$	
Other:	\$	
Other:	\$	
Other:	\$\$	
Other:	\$	
Other:	\$	

		& Bills	
	Rent:	\$ 30.00	105
	(\$30 monthly)		Check #
	Area:	\$	
	(minutes, postage, etc)		Check #
	Literature:	\$ 570.24	Bill Pay
	(FSRCNA, restocking cost)		Check #
	Schedules:	\$ 70.00	Bill Pay
	(Wayne Maddox)		Check #
Other:	Insurance	\$ 622.00	Bill Pay
			Check #
Other:		\$	
			Check #
Other:		\$	
			Check #
Other:		\$	
			Check #

^{* -} field is automatically calculated

Reconciliation									
Previous Balance: \$	2,771.79	*Remaining Balance: \$	2,906.86						
		*Region Donation: \$							
+/- Bank Adjustment: \$		(If the remaining balance is above prudent reserve, the region donation is for the amount of excess. If the remaining balance is less than prudent reserve, no donation is made. Donation to region may also be withheld if the GSRs vote to do so.)		Check #					
Adjusted Balance: \$	2,771.79								
		Prudent Reserve: \$	3,000.00						
*Total Deposit: \$	1,427.31	(includes avg monthly expenses, fees for PO Bo events)	ox, Insurance, and special						
*Total Expenses: \$	1,292.24	*Ending Balance: \$	(93.14)						

^{* -} field is automatically calculated

Group Name	Туре	Literature	Donation	Total Collected
Free At Last	Cash App	71.00	4.00	75.00
Against All Odds	Money Order	11.25	108.50	119.75
More Will Be Revealed	Cash App	16.75	78.06	94.81
Clean & Serene - Joppa	Cash App	74.75		74.75
Cleaning up Group	Money Order		25.00	25.00
Anonymous Group	Money Order	10.75	39.25	50.00
Clean & Serene - Oxford	Money Order	10.25	19.75	30.00
Good Orderly Direction	Money Order	100.80	14.20	115.00
Brothers in Arms	Money Order		74.00	74.00
Sisters of Serenity	Money Order	93.45	16.55	110.00
Surrender to Win	Money Order	10.75	10.25	21.00
Phoenix Rising	Money Order	21.00	39.00	60.00
Staying Clean	Money Order	62.50	5.50	68.00
Acceptance and Independence	Cash App	67.90	5.10	73.00
Complete Defeat	Money Order	59.75	19.25	79.00
Getting Clean	Cash App	111.85	88.15	200.00
Back to Basics	Money Order	132.30	25.70	158.00

Literature:	\$ 855.05
Donations:	\$ 572.26
Grand Total:	\$ 1,427.31

PR \$

H&I \$ 38.25

Susquehanna RCM Report Area Date 1/13/21

Regional Delegate Report:

CAR & CAT reports are out. You can access all current info at this link from world. For current conference cycle, please see https://www.na.org/?ID=conference-index

Autonomy Zonal Forum & CAR workshop- Saturday 29-30 2022 Linthicum Heights United Methodist Church. 200 School Lane Linthicum, MD, 21920

Attached: https://autonomyzonalforum.org/event/january-2-day-event/?instance id=26

WSC is having discussion on extending the cycle to every 3yrs vs current 2yrs. They are also discussing if going virtual vs. in-person would be better financially and overall.

FSR Service Center Board:

October was the highest sale made by the service center since covid. Hard back basic texts are back in stock.

Convention:

The convention was very successful, banking 20k. They will be donating 10k to the service center and 10k to world service.

They are discussing having the convention every year vs. every 2 years. They will be meeting in February to make a decision on when freestate 28 will be held.

Insurance Adhock:

They haven't received any additional info on getting a blanket insurance policy for the region. I am going to put a motion in to end the adhock committee. They have not made any progress on this going on a year now. I believe a blanket insurance policy isn't feasible due to our large region with areas of different sizes.

PR:

The billboard project has been continued Northwest Area will be next to receive a billboard.

Treasurer's Report:

I would like to put a policy motion forward to have our books looked at by a professional at the end of every year. The intent would be to remain in compliance with all tax obligations and have accountability for the treasurer. Please let me know if our area would like to do this. Currently we do see the report every month.



SASC Policy Report January 2022

Robert Neuman <srjn@verizon.net>
Reply-To: Robert Neuman <srjn@verizon.net>
To: "mindy.coyne@gmail.com" <mindy.coyne@gmail.com>

Wed, Jan 12, 2022 at 12:31 PM

Good afternoon Mindy,

Policy does not have much to report other then we continue to work on merging all policies into a single doc and we continue to work with Website subcommittee.

Unfortunately I received a Covid exposure notice and will not be at area this month.

In loving service,

Rob N

SUSQUEHANNA AREA SERVICE COMMITTEE

OF NARCOTICS ANONYMOUS

MOTION FORM

Maker: Make will be revealed Second: Second:
Motion:
TO change the GSPR responsibilities handat in the
area policy to the updatal Version from world Service.
Intent:
To provide GSR'S with the most recont information
Financial Impact:
NA
Date: 12-9-21 Tabled Until: 1-13-21
Policy Motion: Yes No (Circle One)
Accepted By:
For: 19 Against: O Abstain: 2
PASS / FAIL / WITHDRAWN / OUT-OF-ORDER (Circle One)